DECpage

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Quick Lookup

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Product: DECpage Version 3.0

Operating System: VAX/VMS

Purpose of This Guide

This guide provides a quick reference of the guidelines for using DECpage.

Who Should Use This Guide

This guide is for DECpage users who want to be reminded of the guidelines for formatting a DECpage document.

Prerequisites

Before you use this guide, you should:

- Complete the Getting Started exercises
- Use some basic DECpage keying conventions

Associated Documents

This guide should be used in conjunction with your WPS-PLUS documentation and the following DECpage documentation:

DECpage Installation Guide

DECpage Getting Started

DECpage User's Guide

DECpage Style Samples

DECpage Style Designer's Guide

DECpage Statement of Supported Versions

Conventions

DECpage	Means DECpage™ software
ALL-IN-1	Means ALL-IN-1™ software
WPS-PLUS	Means WPS-PLUS™/VMS software
PostScript	Means PostScript ®. PostScript ® is a registered trademark of Adobe Systems Incorporated
`Dot Matrix Type`	Indicates text that you type, or keys that you press.
Enter	Means type your response, then press a terminator key such as RETURN or TAB.

RETURN or <RETURN>	Indicates a key that you press in examples. For example <RETURN> indicates that you press the RETURN key. All keys are indicated by the word processing conventions. For example, the SELECT key is represented as SEL. The only exception to this convention is TAB, which is indicated by <T>.
Gold x	Indicates a sequence of keys that you press. For example, Gold FILE DOCMT means that you press the Gold key and then the FILE DOCMT key.
. . .	Vertical ellipses indicate that a line or more of text in an example has been omitted.

DECpage Keying Conventions

Use these keying conventions to format text with DECpage.

Text Element	Keying Convention
Blank page	To specify a blank page in any style, use the following key sequence: <Gold NEW PAGE> <Gold NONBREAKING SPACE><RETURN> <Gold NEW PAGE>
Columns	(See Tables)
Dash	Type two hyphens.
Endnote	Use the same keying conventions that you use for footnotes. Use this key sequence to specify the endnotes section: <Gold CMND> DECPAGE: ENDNOTES<RETURN> <Gold CMND>
Footnote	Move the cursor to the place in your document where you want the footnote reference to go. Then press <Gold Y>. Enter the text for your footnote. When you are finished, press the ENTER key to return to editing your document.
Graphics	(See the Graphics section in this guide.)
Headers and Footers	Specify changes or additions to standard headers and footers with TOP and BOTTOM control commands.

DECpage Keying Conventions

Text Element	Keying Convention
Headings	Using heading commands:
	Insert heading commands in text using the following format:
	[T1.2]Heading Text or [t1.2]Heading Text
	T – Uppercase "T" indicates headings that will appear in automatic contents sections. Lowercase "t" indicates headings that will *not* appear in automatic contents sections.
	1 – Use a 1-5 to specify the type of heading: "1" for standard headings, "2" for graphic captions, and "3" for table headings. (This number also specifies the contents section, if you create one, for your report style document.)
	. – Separates command characters
	2 – Use a 1-9 to specify heading level. (Levels 5-9 format as fourth-level headings in the text.)

Table 1 shows how heading commands format your text, and which contents sections they are printed in.

Table 1 Heading Commands

Heading Command	Type of Heading	Heading Level	In Text Formats As	Automatic Contents Section Title
[T1.n]	Standard Heading	n= 1-4 n= 5-9	Levels 1-4 Level 4	"Contents"
[T2.n]	Graphic Caption	n= 1-9	One level	"List of Figures"
[T3.n]	Table Heading	n= 1-4 n= 5-9	Levels 1-4 Level 4	"List of Tables"
[T4.n]	Table Heading	n= 1-4 n= 5-9	Levels 1-4 Level 4	"List of Examples"
[T5.n]	Table Heading	n= 1-4 n= 5-9	Levels 1-4 Level 4	"List of Illustrations"

Text Element	Keying Convention
	Using keying conventions:
	Precede with three RETURNs; then use the following highlighting:
	First level: bold and underline Second level: bold Third level: underline Fourth level: (no highlighting)
	You must have a clean ruler (left and right margins only) prior to the heading. It is good practice to place the ruler between the first and second RETURNs.

DECpage Keying Conventions

Text Element	Keying Convention
Headings, for Tables	Use the same conventions you use for standard headings. You may use heading commands or keying conventions to specify table headings. When using keying conventions, specify the table heading *after* you insert the table ruler with tabs.
Headings, for Columns	Precede with three RETURNs and use tab settings where you want each column heading to begin. Highlight text as you do for standard headings using keying conventions.
Headings, for Notes	Use the same conventions you use for standard headings. You may use keying conventions or the heading command [t1.2]. Your note ruler should precede the note heading.
Highlighting Text	Emphasis — Keying Convention *Italics* — Underline (see note below) **Bolding** — Bold Underlining — Bold and underline *NOTE: In styles that use large characters for body text (such as announcements and transparencies), and in literal and landscape regions, underlining prints as underlining, and underlining and bolding prints as underlining and bolding, unless modified in the User Designed Styles (UDS) utility.*

Text Element	Keying Convention
Hyphenation (overrides automatic hyphenation)	Move your cursor to the letter that is to be preceded by a hyphen and use this key sequence: Hold down the SHIFT key Press <Gold PRINT HYPH> To prevent hyphenation of a word use the previous key sequence immediately following the word.
Landscape Text	Use this key sequence to specify landscape text: <Gold CMND> DECPAGE: LANDSCAPE<RETURN> <Gold CMND> Insert the landscape text, and then use this key sequence to end landscape text: <Gold CMND> DECPAGE: END LANDSCAPE<RETURN> <Gold CMND>
Leadering	Type five or more consecutive periods between entries.
List	Embed L-W-R or L-T-W-R ruler. Type the list character in the left margin or at the first tab position. Type list items beginning at the W ruler setting.

DECpage Keying Conventions

Text Element	Keying Convention
Literal Text	Use this key sequence to specify literal text: <Gold CMND> DECPAGE: LITERAL<RETURN> <Gold CMND> Insert the literal text, and then use this key sequence to end literal text: <Gold CMND> DECPAGE: END LITERAL<RETURN> <Gold CMND>
Master Document	(See the Report Styles section in this guide.)
New Page (overrides automatic pagination)	Press <Gold NEW PAGE>.
Note	Use a ruler with indented left and right margins. End the note by restoring the wider margins.
Nonbreaking Spaces	Use this key sequence to prevent two words from printing on separate lines: <Gold NONBREAKING SPACE>

Text Element	Keying Convention
Page Numbering	Use this key sequence to reset the page number to 1: <Gold CMND> RESET<RETURN> <Gold CMND> Do not use a NEW PAGE marker. To reset the page number to a number other than 1, specify that number after typing RESET. For example: RESET 21. To reset chapter numbers and page numbers in documents with alternate page numbering, use the following key sequence. For example, to reset the chapter number to 2: <Gold CMND> SECTION 2<RETURN> <Gold CMND>
Paragraph	Begin paragraphs with two RETURNs or Gold PARA MARKER.
Paragraph Numbering	Use the WPS-PLUS method of paragraph numbering and enclose paragraph numbering commands in square brackets.

DECpage Keying Conventions

Text Element	Keying Convention
Redlining	Move the cursor to the beginning of the area to be redlined and press SEL. Move the cursor to the end of the area to be redlined and use this key sequence: <Gold LINE> <down-arrow> <RETURN> To remove redlining, move cursor to the beginning of the text where you want to remove redlining and press SEL. Move the cursor to the end of the redlined text and use this key sequence: <Gold LINE> <down-arrow> <down-arrow> <RETURN>
Rulers	Press <Gold RULER>. Delete unused tab stops from your ruler after you create lists and tables.
Square bracket	Because the left square bracket "[" is used to denote heading and entry commands for DECpage documents, you must precede it with an underscore "_[" if you want it to print in your text.
Subparagraph	Precede with two RETURNs and then tab to the word wrap indent.
Sub/superscripts	Type the subscript or superscript character. Press BACK UP. Press Gold SUBSCRIPT (or SUPERSCRIPT).

Text Element	Keying Convention
Tables	To specify a table, insert a ruler with tab stops where you want the columns positioned. If there is enough room to accommodate the text in your columns *and* allow adequate blank space before the next column begins, insert tab stops in your ruler where you want each column to start. Be sure to leave enough space in each tabular column to accommodate the text you enter there. Words with uppercase letters require more space than lowercase or mixed-case words.
Tables, wrapped columns	If your table requires wrapped columns of text, your ruler must also include tab stops that create gutter space between the columns of text. Press TAB twice to advance past the gutter space, to the next "text" column. Do not press RETURN until you have ended the last column for the row. End the table by inserting a clean ruler. If you want wrapped text in the first column to be flush with the left margin, insert a P in your ruler as the first tab position. Tab to the P setting for your first column of text. DECpage treats the P as an L. End the table by inserting a clean ruler.
Technical Characters	DECpage supports technical characters in your document. Refer to your WPS-PLUS documentation for information on specifying technical characters.

DECpage Keying Conventions

Text Element	Keying Convention
White Space	Press RETURN four or more times. Six RETURNs equal one vertical inch of white space. Before a heading, put RETURNs within a literal text region.

Keying Conventions for Each Document Style

This section explains the keying conventions and restrictions for each document style.

Announcement Styles

Use the standard DECpage keying conventions.

Restrictions: You cannot use landscape text in this style.

Underlined text prints as underlined.

Bolded and underlined text prints as bolded and underlined.

You cannot specify header or footer text in this style.

Directory Style

Specify the title with the first-level heading convention. Use Gold NEW PAGE "Front" to specify sections that precede the body. Press Gold NEW PAGE twice to specify body text; begin the first section of the body with a first-level heading. Use the standard DECpage conventions to type body text.

Restrictions: You cannot use landscape text in this style.

You cannot specify header or footer text in this style (except for bottom trim on the title page).

You cannot specify endnotes in this style.

Keying Conventions for Each Document Style

General Styles

Use the standard DECpage keying conventions.

Restrictions: You cannot print the GEN1LAND style on an LN01 or LN01S printer.

Letter Styles

Begin letters with three RETURNs. Then type the return address and date, followed by two RETURNs. Use the standard DECpage keying conventions for the text of the letter. Precede the complimentary closing and the typewritten signature, if present, with three RETURNs.

In personal letters, embed a P setting in the ruler to specify indented paragraphs. Embed the P ruler after the salutation; embed a new ruler without the P before the closing. Use Gold PARA MARKER to begin each indented paragraph.

Restrictions: You cannot specify footer trim in this style (except on a customized first page).

Memo Styles

Use the standard DECpage keying conventions. No additional keying conventions are necessary.

Restrictions: You cannot specify footer trim in this style (except on a customized first page).

Newsletter Style

Specify the title as a first-level heading. Use the standard DECpage conventions for text. Specify floating literal text with DECPAGE: LITERAL. Specify column breaks with Gold NEW PAGE.

Restrictions: You cannot use landscape text in this style. Literal text "floats"; if it does not fit in a column, it will "float" to the next column and text will be rearranged around it.

You cannot specify footer trim in this style.

Report Styles

Use first-level headings for chapter titles to maintain the chapter title names in footers. To override the first-level heading in footers, insert the desired text in a BOTTOM control command after the first-level heading.

Use the standard DECpage keying conventions as well as the following special conventions:

Section	Sequence to Separate Report Sections
Title page	Format title as first-level heading
Copyright	<Gold NEW PAGE>Copyright

Keying Conventions for Each Document Style

Section	Sequence to Separate Report Sections
Automatic Contents	<Gold NEW PAGE>Auto Contents (Uses headings formatted with 3 RETURNs) or <Gold NEW PAGE>Auto Contents n (Uses headings formatted with heading commands) "n" represents the number for one of the following contents section titles. Contents section titles: 1 – "Contents" 2 – "List of Figures" 3 – "List of Tables" 4 – "List of Examples" 5 – "List of Illustrations" Automatic contents entry commands use the heading format of: [T1.2]Contents Entry Text T – Indicates contents entry. (A lowercase "t" indicates a heading that is not for the contents section.) 1 – Use 1 through 5 to specify which contents section you want the heading to print in. This number also indicates the type of heading (standard, graphic caption, or table). . – Separates command characters. 2 – Use a 1-9 to specify heading level. (Levels 5-9 format as fourth-level headings in the text, and as fourth-level heading typesize in the contents section.)

Section	Sequence to Separate Report Sections
	NOTE: Also refer to Table 1 under Headings in the Keying Conventions section in this guide.
Manual Contents	<Gold NEW PAGE>Contents
Table of Authorities	<Gold NEW PAGE>Authorities Table of authorities entry commands use the format of: [L.Table of authorities entry] See the *DECpage User's Guide* for more information.
Preface	<Gold NEW PAGE>Preface
Body of Report	<Gold NEW PAGE><Gold NEW PAGE>
Appendix	<Gold NEW PAGE>Appendix
Glossary	<Gold NEW PAGE>Glossary
Bibliography	<Gold NEW PAGE>Bibliography or <Gold NEW PAGE>References You can use either of these words to specify a Bibliography. However, DECpage prints the word "Bibliography" for the report style. See the *DECpage Style Designer's Guide* if you want to change the word that is used.

Keying Conventions for Each Document Style

Section	Sequence to Separate Report Sections
Automatic Index	<Gold NEW PAGE>Auto Index n "n" represents the number for one of the following index section titles. Index section titles: 1 – "Index" 2 – "Index 2" Automatic index entry commands use the format of: [I1.Index entry[sub-entry]] or [i1.Index entry[sub-entry]] I – Indicates index entry. (A lowercase "i" indicates an index entry that does *not* print in the text.) 1 – Use "1" or "2" to specify the index section. . – Separates command characters. See the *DECpage User's Guide* for more information.
Manual Index	<Gold NEW PAGE>Index
Restrictions:	If you want header and footer trims, you must specify it for each section. You cannot specify header trim for the small report style RSP1.

Master Document

To create a master document, create a new WPS-PLUS document with a clean ruler at the top and include the following information for each document to be included:

folder name
title name
document number
<>

You can list as many documents in the master document as you want to. They will print in the order that they are listed. Do not abbreviate folder names. You can leave out leading zeros in the document numbers.

Transparency Styles

Use the standard DECpage keying conventions. Insert footer text at the beginning of the document.

Restrictions: Underlined text prints as underlined.

Bolded and underlined text prints as bolded and underlined.

You cannot specify header trim in this style.

Rulers

When you use rulers in DECpage documents, *do not* include any unnecessary tab settings. Tabs denote lists or tables, and can cause unexpected results in your text if you have unused settings in your ruler.

To embed a ruler in your text, use the function keys Gold RULER. It is good practice to place the ruler immediately following the first RETURN between text elements.

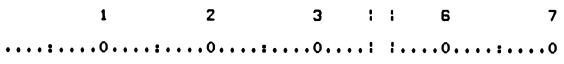
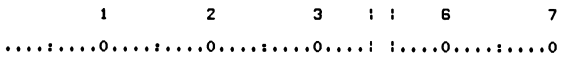
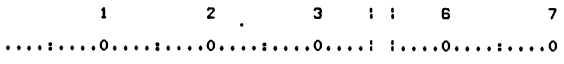
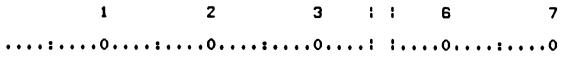
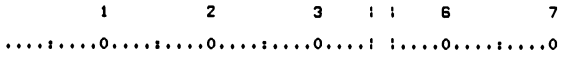
The following is a list of the characters you can use for ruler settings and how they affect DECpage documents.

Character Setting	Effect in DECpage Document
Left Margin	
L	Single spacing
D	(Treated as an L)
N	(Treated as an L)
F	Half-line spacing (You can use half-line spacing in Literal and Landscape text only.)
Right Margin	
R	Right margin marker (The style you use to print your document determines whether the right margin is ragged or justified.)
J	(Treated as an R)

Character Setting	Effect in DECpage Document
Tabs	
T	Aligns text on the left.
>	Aligns text on the right.
.	Aligns the decimal points in a column of numbers.
P	In the Personal Letter style – Use P in combination with 2 RETURNs or Gold PARA MARKER to indent the first sentence of each paragraph. In tables with wrapping columns – Use P to align the left most column with the left margin.
W	Indicates a word-wrap indent. All text typed after the right margin is wrapped and indented to the W setting.

Sample Rulers for DECpage Text Elements

The following are sample rulers for DECpage text elements, and the suggested labels for storing them.

Text Element	Store As	Ruler
Default Ruler	0	
Indented List	1	
Sublist	2	
Flush left/ Plain list or Sub-paragraph	3	
Note	4	

Function keys are keys on your keyboard or keypad that, when pressed, help you perform specific editor functions in menus and forms. Refer to the WPS-PLUS fold-out keyboard diagram for your terminal, in your WPS-PLUS documentation, to locate the function keys on your keyboard and keypad.

Table 2 lists some of the function keys you can use.

Table 2 Function Keys

Use	To
DEL WORD	Leave insert mode and return to overstrike mode in a form field.
Down Arrow	Move the cursor down to the next field (on a multicolumn form, use TAB instead).
EXIT SCREEN	Cancel a form and return to the previous menu or form.
Gold B	Place the cursor in the last field of a form.
Gold DEL WORD	Enter insert mode in a form field to add text to an existing field entry.
Gold H (HELP)	Display Help information for menus, options, forms, or fields.
Gold L	Display information on valid entries for a field. (To get a full listing, the field must be empty.)
Gold S	Display information on valid entries for a field. (To get a full listing, the field must be empty.)
Gold T	Place the cursor in the first field of a form.
HYPH PUSH	Back up to the previous field.

(continued)

Table 2 Function Keys (Cont.)

Use	To
Left Arrow	Move the cursor left in a field.
RETURN or ENTER	Indicate that you have completed the form.
Right Arrow	Move the cursor right in a field.
RUB CHAR OUT	Delete a character to the left of the cursor.
LINE FEED	Clear the field the cursor is on.
Space Bar	Delete the character at the cursor (not used in a numeric field).
TAB	End a field and place the cursor at the beginning of the next form field. You can also use TAB to skip a field.
Up Arrow	Move the cursor to the previous field (on a multicolumn form, use HYPH PUSH instead).

Your graphics can be in the following formats:

- ReGIS
- Sixel
- GKS (which DECpage converts to Sixel or PostScript)
- PostScript (that follows ADOBE PostScript conventions)

GKS graphics files are converted to Sixel or PostScript graphic format for DECpage documents. For DECpage to convert these files, you must have GKS Version 3.0 or later installed on your system.

DECpage supports PostScript Graphic products that adhere to the ADOBE sizing convention as used in ADOBE Illustrator PostScript Version 1.1.

Table 3 shows the graphic formats you can use, the printers they can print on, and the printing requirements.

Table 3 Graphic Formats and Printing Requirements

Printer Type	Graphic Format			
	ReGIS	Sixel	GKS (which DECpage converts to Sixel or PostScript)	PostScript (that follows ADOBE PostScript conventions)
LN01	No	No	No	No
LN01S	Yes, if PLOTLN is installed on your system.	No	No	No
LN03	Yes, if you have RETOS installed on your system.	Yes	Yes, if you have GKS V3.0 installed on your system.	No
LN03-PLUS	Yes, if you have RETOS installed on your system.	Yes	Yes, if you have GKS V3.0 installed on your system.	No
LN03R (Script-Printer)	Yes, if you have translation software.	Yes, if you have translation software.	Yes, if you have GKS V3.0 installed on your system.	Yes
LPS40 (Print-Server 40)	Yes, if you have translation software.	Yes, if you have translation software.	Yes, if you have GKS V3.0 installed on your system.	Yes

Inserting A Graphic In Your Document

Use this key sequence to insert a graphic in a DECpage document:

```
<Gold CMND>
DECPAGE: size GRAPHIC filename<RETURN>
caption<RETURN>
<Gold CMND>
```

Where: size = SMALL, LARGE, or LANDSCAPE
filename = name of the graphic file
caption = text of the caption

To include a graphic caption in the automatic contents section "List of Figures", use a heading command with the caption. For example:

```
------------------------- START CONTROL ----------------------------
DECPAGE: SMALL GRAPHIC SUMMERTOUR.GRM
[T2.1]Franklin's Tower
------------------------- END CONTROL ------------------------------
```

Unless otherwise specified, DECpage may float graphics and rearrange text around them. To specify that a graphic be anchored where you insert it, specify ANCHOR as follows:

```
------------------------- START CONTROL ----------------------------
DECPAGE: ANCHOR SMALL GRAPHIC SUMMERTOUR.GRM
Franklin's Tower
------------------------- END CONTROL ------------------------------
```

When specifying a landscape graphic, do not insert a Gold NEW PAGE command before it. DECpage handles the pagination for you.

Previewing

When you preview your document, DECpage displays the following information:

- Heading positions
- Line endings
- Page breaks
- Italicized text (which is shown in reverse video)
- Pagination errors (are displayed on your screen)
- Graphic file name and its size (are placed where your graphic appears, if you are using graphics in your document)

Use the preview option to check the formatting (not text content) of your document. The preview feature is not intended to display your document as it appears after printing on your printer.

Creating a Preview File

To request that a preview file be made of your document, answer Y to the "Create a Preview File?" prompt in either the Format and Print Document form or the Format and Print Selected Pages form. Fill out the form as follows:

1. Supply the style and printer information to tell DECpage how to format your document for preview.
2. Answer Y to the "Notification on Successful Completion" prompt.
3. Answer Y to the "Create a Preview File" prompt.
4. At the "Screen width during preview" prompt, specify NORMAL for the normal, 80-character, screen width, or WIDE for the wider, 132-character, screen width. If some of the lines in your document are too long to fit on the normal sized screen, specify WIDE.

After you complete the Format and Print form, DECpage sends you a mail message when it has finished formatting your document for preview.

The Preview Menu

After you receive notification of successful completion, select the Preview Document (PD) option from the DECpage menu. The Preview Menu contains the following options:

SELECT	Chooses a different Preview file if the current one in the selection window is not the one you want.
DELETE	Deletes the current Preview file. Deleted files cannot be retrieved from the WPS-PLUS Wastebasket folder.
READ	Displays the current Preview file on your screen. Advance through the document by pressing RETURN. You can exit at any time by pressing EXIT SCREEN.
INDEX	Displays a list of your Preview files.
PRINT PREVIEW DOCUMENT	Prints a monospaced copy of your preview file on the printer you specified.
PRINT FORMATTED PREVIEW DOCUMENT	Prints the formatted version of the preview file on the printer you specified.

Printing

DECpage documents can be printed on the following printers:

- LN01 (No longer supported in Europe)
- LN01S (No longer supported in Europe)
- LN03
- LN03 PLUS
- LN03R (ScriptPrinter)
- LPS40 (PrintServer 40)

NOTE: The GEN1LAND style does not print on the LN01 or LN01S printers.

Printers You Can Use

To find out the names of the printers you can use, clear the Print Device field on the Format and Print Document form and press Gold L. A list of the printer names appears on the screen. If you are unsure of which name to use, check with your system manager.

To Format and Print a Document

Select the FP option from the DECpage menu. The Format and Print Document form will prompt you for the following information:

Prompt	You Enter
Document Style	DECpage style name (for example: GEN1)
Batch Queue	STANDARD or PRIORITY
Print Device	Printer name (for example: LN03)
Number of Copies	Up to 99; default is 1

Prompt	You Enter
Notification on Successful Completion?	Y or N
Create a Preview File?	Y or N
Screen width during PREVIEW	NORMAL or WIDE (Normal is 80 characters. Wide is 132 characters.)
Save formatted output file?	Y or N
Is this a Master Document?	Y or N

To Print Selected Pages From a Document

Select the FS option from the DECpage menu. The Format and Print Selected Pages form will prompt you for the following information:

Prompt	You Enter
Document Style	DECpage style name (for example: GEN1)
Type of Page Numbers	PRINTED or COUNTED
From Page To Page	The counted pages or printed page numbers you want
Batch Queue	STANDARD or PRIORITY
Print Device	Printer name (for example: LN03)
Number of Copies	Up to 99; default is 1

Prompt	You Enter
Notification on Successful Completion?	Y or N
Create a Preview File?	Y or N
Screen width during PREVIEW	NORMAL or WIDE (Normal is 80 characters. Wide is 132 characters.)
Save formatted output file?	Y or N
Is this a Master Document?	Y or N

To print one page, enter its number in the From field and leave the To field empty. To print a range of pages, enter the first and last pages of the range. To print from one page through the end of a document, enter the starting page in the From field and enter the next lower page number in the To field. You can use as many fields as you need to print assorted single pages and ranges.

To specify counted pages, count to the actual page you want printed and use that number. To specify printed pages, use the printed page number. For a page without a page number, specify it as a counted page.

This section describes the print styles available for formatting documents. See the *DECpage Style Designer's Guide* for information on how to modify document styles.

The code in the first column is what you enter on the Format and Print form to specify the style to be used to format your document.

Style	Typeface Headings/Text	Description of Style
Announcement		
A1	Triumvirate	Centered headings, justified right margin.
A2	Triumvirate	Flush left headings, ragged right margin.
Directory		
D1	Triumvirate	Two-column format (except for title page and other front matter), ragged right margin.
General		
GEN1	Triumvirate	Centered headings, ragged right margin.
GEN1LAND	Triumvirate	Centered headings, ragged right margin. Document prints sideways, across the wide dimension of the paper.
GEN2	Triumvirate/ Century Textbook	Flush left headings, justified right margin.
Letter, Block		
LB1	Triumvirate	Text begins flush left. Justified right margin.
LB2	Century Textbook	Text begins flush left. Justified right margin.
LB3 *	Stymie	Text begins flush left. Justified right margin.

*Available only in the Complete Office Font Package!

Style	Typeface Headings/Text	Description of Style
Letter, Modified Block		
LMB1	Triumvirate	Date and closing indented slightly right of center. All other text begins flush left. Justified right margin.
LMB2	Century Textbook	Date and closing indented slightly right of center. All other text begins flush left. Ragged right margin.
LMB3 *	Stymie	Date and closing indented slightly right of center. All other text begins flush left. Justified right margin.
Letter, Personal		
LP1	Triumvirate	Date and closing indented slightly right of center. First line of each paragraph indented. Ragged right margin.
LP2	Century Textbook	Date and closing indented slightly right of center. First line of each paragraph indented. Ragged right margin.
LP3 *	Stymie	Date and closing indented slightly right of center. First line of each paragraph indented. Ragged right margin.
LP4 *	Souvenir	Date and closing indented slightly right of center. First line of each paragraph indented. Ragged right margin.
Memo		
M1	Triumvirate	Justified right margin.
M2	Century Textbook	Ragged right margin.
M3 *	Stymie	Justified right margin.
M4 *	Souvenir	Ragged right margin.

Style	Typeface Headings/Text	Description of Style
Newsletter		
NL1	Triumvirate/ Century Textbook	Two-column format, flush left headings, ragged right margin.
Report, Block		
RB1	Triumvirate	Flush left headings, justified right margin.
RB2 ✱	Stymie	Flush left headings, justified right margin.
RBTS1	Triumvirate/ Century Textbook	Flush left headings, justified right margin. Page numbers alternate from right to left side of the page for two-sided printing.
Report, Centered Heading		
RC1	Triumvirate	Centered headings and page numbers, justified right margin.
RC2	Triumvirate/ Century Textbook	Centered headings and page numbers, justified right margin.
RC3 ✱	Stymie/ Triumvirate	Centered headings and page numbers, justified right margin.
RC4 ✱	Avant Garde/ Souvenir	Centered headings and page numbers, justified right margin.
Report, Small		
RSP1	Triumvirate/ Century Textbook	Flush left headings, ragged right margin. Crop marks for printing 7″ × 9″ or A5 pages. Page numbers alternate from right to left side of the page for two-sided printing.

Print Styles

Style	Typeface Headings/Text	Description of Style
Report, Two-column		
RTC1	Triumvirate	Two columns of text per page, centered headings over column, justified right margins.
RTC2	Triumvirate/ Century Textbook	Two columns of text per page, centered headings over column, justified right margins.
RTC3 *	Avant Garde/ Century Textbook	Two columns of text per page, centered headings over column, justified right margins.
RTC4 *	Avant Garde/ Souvenir	Two columns of text per page, centered headings over column, justified right margins.
RTC5 *	Stymie	Two columns of text per page, centered headings over column, justified right margins.
Transparency		
T1	Triumvirate	Formatted in the largest type sizes available. Use for small amounts of text.
T2	Triumvirate	Formatted in the smallest readable type sizes. Use for up to an entire page of text.
T3 *	Stymie	Formatted in the largest type sizes available. Use for small amounts of text.
T4 *	Stymie	Formatted in the smallest readable type sizes. Use for up to an entire page of text.

* Available only in the Complete Office Font Package

Each time you format and print a document using DECpage, several files are created and stored in your top-level and WPS-PLUS directories. These files are used by DECpage during the various formatting and printing phases for your document.

When your document successfully completes formatting and printing, most of these files are automatically deleted. However, if your document generates a failure error while processing, these files are not automatically deleted.

By selecting the Clean up (CL) option from the DECpage menu, you can specify that these files be deleted. The Clean up option deletes any files in your WPS-PLUS subdirectory that have the extensions, .PGO, .XLT, and .DPR, and it purges any files with the extensions, .PRE, .LIS, .AUX, and .TMS. It also deletes any .DPL files from your top-level directory.

IMPORTANT NOTE: Before using the Clean up option, be sure you are done formatting and printing your document. If you want to save your formatted document and print it later, type Y at the "Save formatted output file?" prompt in either the Format and Print Pages Form or the Format and Print Selected Pages form.

Since the Clean up option purges .TMS files in your WPS-PLUS directory, formatted output files that you want to save should be named using another file extension, such as .DAT or .SAV, or store .TMS files in your top-level directory.

Help

This section explains how you can get help using DECpage.

New User Information

If you are a new DECpage user, the *DECpage Getting Started* guide contains a simple exercise which will guide you in creating a document and formatting it with DECpage.

Online Help

Whenever DECpage prompts you for information on a menu or form, you can get Help information by pressing Gold H (HELP) or the Help key (if your terminal has one). DECpage displays Help messages for menus, options, forms, or fields.

Formatting Problems

If your document does not format correctly, check to make sure that you used the proper keying conventions and that the ruler in your document does not have any unused settings. The Troubleshooting Section in the *DECpage User's Guide* gives advice for correcting most common formatting problems.

Printing Problems

The Troubleshooting Section in the *DECpage User's Guide* gives advice for correcting most common printing problems.

Other References

DECpage Getting Started

Provides an exercise to help you create a DECpage document, print it, and check the status of the print job.

DECpage User's Guide

Gives a detailed description of DECpage menus and forms, keying conventions, and document styles. It also describes how to format and print your documents on the laser printer.

DECpage Style Designer's Guide

Describes how to use the User-Designed Styles (UDS) utility to modify the DECpage styles.

DECpage Style Samples

Describes and provides samples of the DECpage styles.

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Reader's Comments

DECpage
Quick Lookup
AV–W600E–TE

Please use this postage-paid form to comment on this manual. If you require a written reply to a software problem and are eligible to receive one under Software Performance Report (SPR) service, submit your comments on an SPR form.

Thank you for your assistance.

I rate this manual's:	Excellent	Good	Fair	Poor
Accuracy (software works as manual says)	☐	☐	☐	☐
Completeness (enough information)	☐	☐	☐	☐
Clarity (easy to understand)	☐	☐	☐	☐
Organization (structure of subject matter)	☐	☐	☐	☐
Figures (useful)	☐	☐	☐	☐
Examples (useful)	☐	☐	☐	☐
Index (ability to find topic)	☐	☐	☐	☐
Page layout (easy to find information)	☐	☐	☐	☐

I would like to see more/less _____

_____

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I found the following errors in this manual:

Page	Description
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Additional comments or suggestions to improve this manual:

_____

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